

**NOAA BPR EFFORT
REIMBURSABLE WORKING GROUP
08/09/06 MINUTES**

The August 9, 2006 meeting of the reimbursable working group (RWG) was held at SSMC4, room 12153, and chaired by Lois Coleman, Chief, Accounting Operations Division (AOD). Co-chair Paul Johnson (OAR), Steve Musser (OAR), Carmen Solis (NOS), Herb Callands (NWS), Debbie Hoffman (NWS), Tiyo Fonte (NMFS), Stephie Bost (NMFS), Alicia Ferguson (NESDIS), Cindy Rich (FO/FSD), Jon Alexander (FO), Val Ferrell (CFMD), Pam Williams (CFMD), Michael Daniels (FO), and Mark St. Clair (FO/AOD) were in attendance.

Lois opened by asking the RWG to approve the charter. The charter was approved. Lois then led the RWG into a discussion of the draft Standard Operating Procedures (SOP). Changes to the draft SOP were as follows:

- Item 2 – Add “using electronic signatures.” to the last sentence of the “Long-term” portion.
- Item 3 – Change the first sentence in the “Long-term” portion to read: “If the agreement or modification meets...” This change will require Bruce Jackson (NOS) and Malcolm Orr (DOC/OGC) to discuss the possibility of a prioritization of agreement and modification reviews (new agreements vs. modifications to existing agreements, dollar thresholds, overall importance of agreement/mod, etc.) by DOC/OGC.
- Item 4 – Change the 1st sentence of the 2nd para. to read: “...should be directed to LO HQ.” Add a 2nd sentence to the 2nd para. to read: “LO HQ will direct questions to Finance.”
- Item 5 – Change “UCO/Allotment request form” to read “Allotment/UCO request form.”
- Item 6 – Change the 1st sentence to read: “Finance Office reviews RADG002 and the Allotment/UCO request form and notifies LO HQ to change and/or approve it.” Change the 2nd sentence to read: “Finance Office also reviews and approves CM004 (project code maintenance screen) and notifies LO HQ.*” Add footnote to Item 6, as follows: “* NOAA pilot to allow LOs to create project/task codes in CM004 is underway. NMFS is now working on the pilot program at the LO HQ level. The RWG concurs that the LO HQ level is the only level at which reimbursable project/task codes should be established for all LOs. Then, after CM004 data has been entered by the LO HQs, Finance Office will review and approve all CM004 entries.”
- Item 8 – Add to end of 2nd sentence: “...and notifies LO HQ.”
- Item 9 – (Combine Items 9 and 10) Delete 2nd sentence. Move 1st and 2nd sentences from Item 10 into Item 9.

Paul Johnson mentioned that OAR has developed a check list and an on-line tracking log for reimbursable agreements and attending documentation. He will share this process with the RWG for potential incorporation into the reimbursable BPR effort.

Comments are due to Mark St. Clair no later than August 18th.

The next meeting is tentatively set for August 23rd.